Candida auris Point-Prevalence Survey Guidance:

Specimen Collection and Shipping Procedures

PURPOSE

This guideline will aid in collecting and shipping specimens collected with rayon tip swabs or nylon-flocked swabs (*i.e.,* BD ESwab collection and transport system) for *Candida auris* colonization screening. To ensure we are obtaining accurate results, proper sampling and handling is critical. Please follow the processes provided below to ensure accuracy.

LOGISTICS

The Utah Department of Health coordinates facility point-prevalence screenings prior to the date of collection. For any additional questions or concerns, please contact your local health department designee.

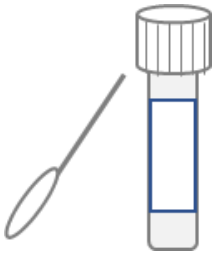
SPECIMEN COLLECTION

EQUIPMENT AND MATERIALS NEEDED FOR COLLECTION:

1. Appropriate personal protective equipment (PPE) as indicated by the patient's clinical care team (*e.g.,* gloves, gowns, masks).



2. Specimen collection and transport system (*e.g.,* rayon tip or nylon-flocked eswab collection device and individual biohazard bag, parafilm, etc).

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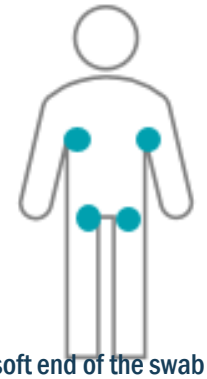
PROCEDURE

1. The individual/proxy MUST provide informed consent and understand the collection procedure of a *Candida auris* skin (axilla/ groin) swab.
2. Before beginning, perform hand hygiene and wear appropriate PPE, as indicated by the patient's clinical care team (*e.g.,* gloves, gowns, masks).
3. Open the outer plastic packaging on the end that says "PEEL HERE," **OPPOSITE END** from the soft tip.
4. While labeling, leave the swab enclosed in the plastic packaging to prevent contamination. Carefully remove the tube from the plastic packaging and label the tube (see **LABELING INSTRUCTIONS** section).
5. Pull the swab from the plastic packaging, being careful not to touch the soft tip with your hands or on any other surfaces.
6. Firmly rub both sides of the soft end of the swab in a back and forth motion across the left axilla skin surface 3 to 5 times. Then using the same swab proceed to the right axilla (Note: target the crease in the skin where the arm meets the body).
7. Using the same swab and motion used on the axilla, rub both sides of the swab across the left groin skin surface 3 to 5 times. Then using the same swab, proceed to the right groin skin surface (Note: target the inguinal crease in the skin where the leg meets the pelvic region [hip crease]). Please note: a small amount of the liquid transport medium in the tube can be used to moisten the swab prior to collection)



8. Remove the cap from the collection tube and place the soft end of the swab into the tube. Be careful to keep the cap from touching any materials that may contaminate your sample.
9. Snap off the end of the swab at the marked line by bending the plastic handle against the edge of the collection tube. See **Appendix A.** for further details). Close the screw top lid tightly and seal specimen cap with parafilm.

10. Ensure specimen tube is labeled correctly (see **LABELING INSTRUCTIONS** section) and place the tube in its individual biohazard bag with absorbent pad.

LABELING INSTRUCTIONS:

Specimen tube **MUST** be clearly labeled with:

- Patient's full name
- Date of birth
- Date of specimen collection (MM/DD/ YYYY)

SHIPPING LOGISTICS: INDIVIDUAL REQUISTION FORMS

When all of the specimens are collected, please follow the packaging and shipping guidance and instructions for shipping and packaging and generating the FedEx label.

INDIVIDUAL REQUISITION FORMS

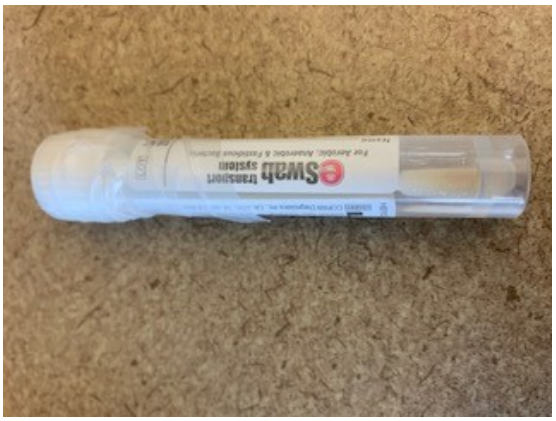
Currently, submission to the Utah AR is through the completion of individual requisition forms.

STEP 1. Single requisition forms can be downloaded from the Utah AR Lab website by following the link:

https://uphl.utah.gov/arln-utah/

STEP 2. Fill out all of the demographic data elements requested on the form and check the option : "*Candida auris* Colonization Screening"

STEP 3. Place each individually parafilmed sample into a separate specimen bag in the main compartment with absorbent pad and seal and place the corresponding completed requisition form in the separate document pouch.

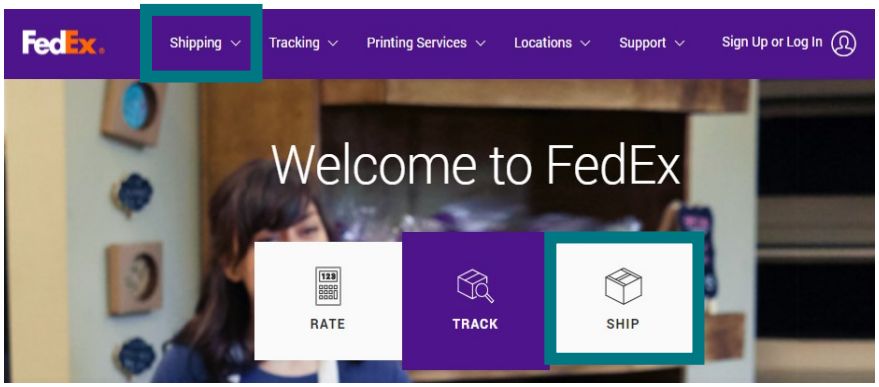


PREPARING SHIPPING LABEL THROUGH FEDEX ACCOUNT

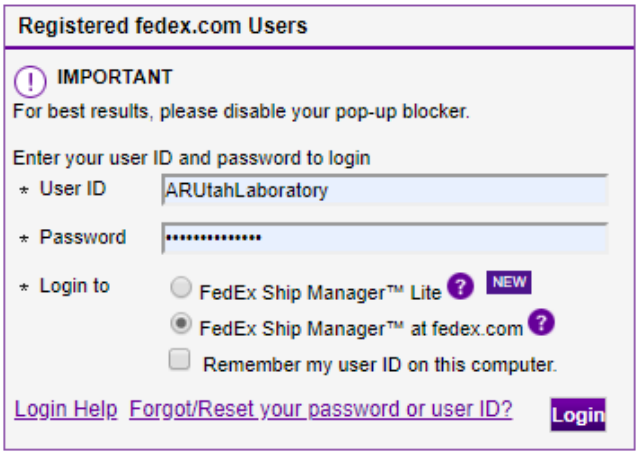
Specimens are shipped using the following information:

STEP 1. Go to: www.fedex.com and choose the United States Location.

STEP 2. Click on "SHIP" in the middle of the screen or the "Create Shipment" under the "Shipping" tab in the top ribbon of the webpage.



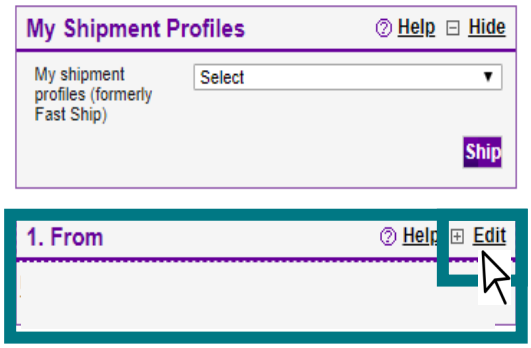
STEP 3. Login using the following user ID and password.



*Password and account login information will be sent separately by secure email.

**Note this login information is NOT to be distributed or shared, unless given permission from Utah Department of Health HAI (Health Care-Associated Infections) Program . If there is unauthorized use of the account, the username and password will be changed and will no longer be distributed to your facility.

STEP 4. Click on "Edit" button in box "1. From"



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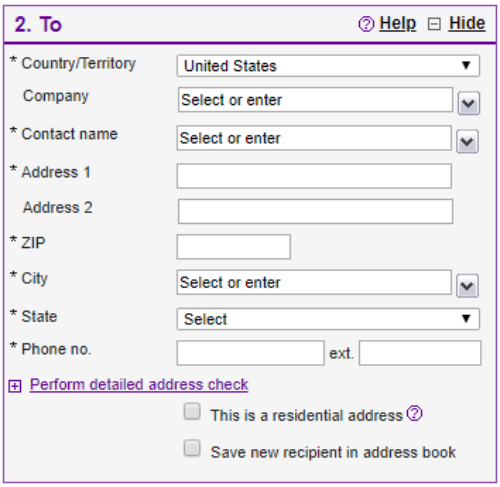
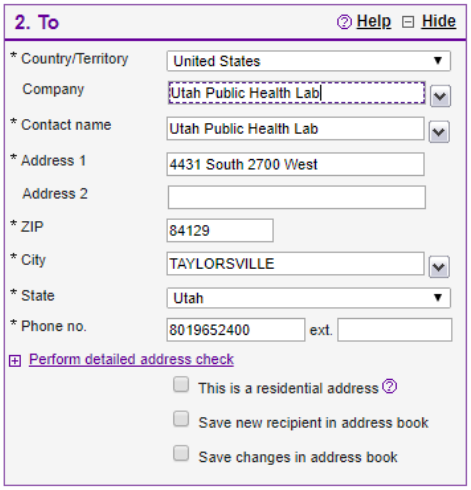
STEP 5. Type in the following information:

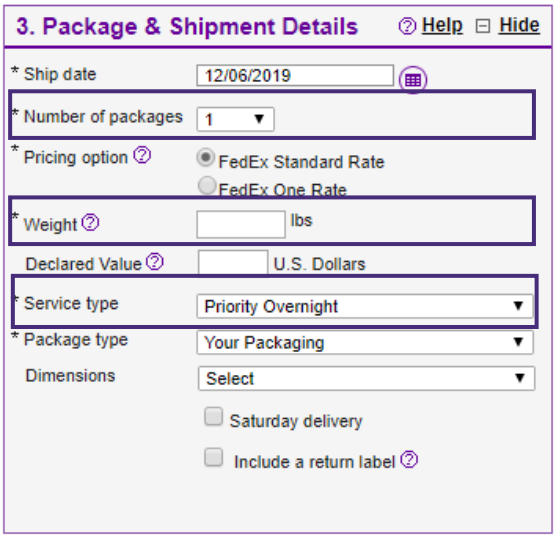
- Company Name (Your Facility)
- Contact Name (Your Facility Contact Person)
- Company Street Address (Your Facility Address)
- Zip code (Your Facility Zip Code)
- City **Note: This box should auto-populate)
- State **Note: This box should auto-populate)
- Phone Number (The best number to call if there are shipment issues)

STEP 6. Click on the "Company" drop down arrow in box "2. To" . Box 2 and select Utah Public Health Lab. It will auto-populate the appropriate shipping recipient information. Confirm your shipping recipient information is the same as "2" below

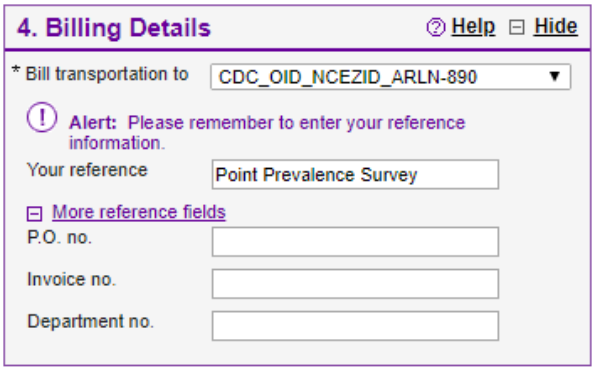


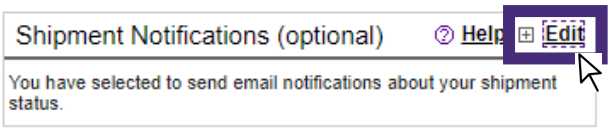


STEP 7. Type in approximate weight of box in box "3. Package & Shipping Details" and ensure "FedEx Standard Rate" pricing and "Priority Overnight" service type is selected



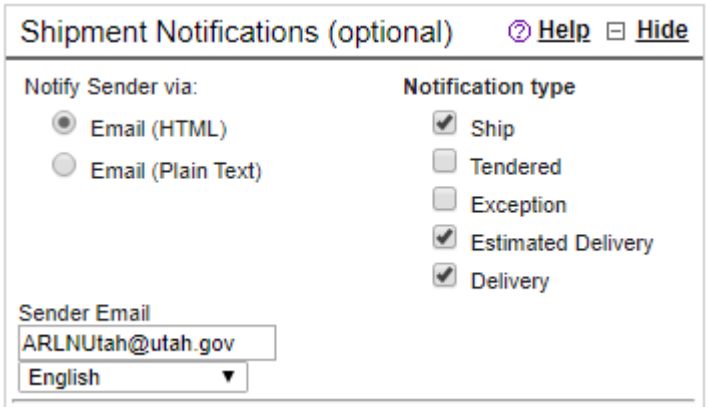
STEP 8. Confirm that box "4. Billing Details" has *Bill transportation to CDC_OID_NCEZID_ARLN-890 automatically selected.





STEP 10. Under "Notify Sender via:" complete the following:

- Select Email (HTML)
- Select Ship, Estimated Delivery and Delivery under "Notification Type"
- Type ARLNUtah@utah.gov under "Sender Email"



STEP 11. Go down to box "5. Complete Your Shipment" and click "Ship"

STEP 12. The next screen will display a review of the shipment information. Review and click "Print". The screen will display a shipping label for you to print . Instructions for after printing the shipping label are enhanced upon in the "PACKAGING AND SHIPPING" section on page 4.

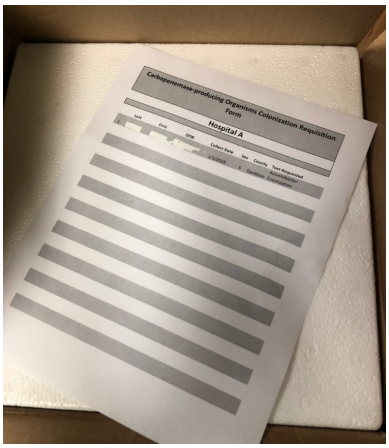
PACKAGING AND SHIPPING

Using the box(es) provided, follow the steps provided below to ensure accuracy.

STEP 1. Place a small ice pack at the bottom of the box, but ensure there is an adequate amount of paper towels placed on top of the ice pack. The ice pack is serving as an "air conditioner" to ensure specimens remain cool and do not exceed "room temperature".

STEP 2. Place all biohazard bags with each individual specimen tube (and absorbent pad) into the box. Ensure all specimen tubes are properly labeled as covered in the "LABELING INSTRUCTIONS" section on page 2.

STEP 3. Close the cooler by placing lid on top. Attach any additional paperwork to outside of the Styrofoam cooler lid in a sealed Ziploc bag to ensure it remains dry.



STEP 4. Close the outer box and secure with clear packing tape.

STEP 5. Place the shipping label printed from FedEx on top of the box and secure with clear packing tape. To ensure integrity of the label in inclement weather conditions, cover the entire surface area with clear packing tape.

STEP 6. These specimens are classified as a "Biological Substance, Category B," therefore, this step **MUST** be adhered to. Place a UN 3373 "Biological Substance, Category B" label on one side of the box .

STEP 7. Ship out package via FedEx.

LABORATORY NOTIFICATION AND COMMUNICATION

After the box is prepared, the next task is to notify the Mountain Region AR Lab (ARLNUtah@utah.gov) of the number of samples/ swabs

Follow the steps below:

STEP 1. Draft email to: arlnutah@utah.gov and mvowles@utah.gov and cc: lhsmith@utah.gov

Once sent, the Mountain Region AR Lab will email final lab reports back to you after 7 days from specimen receipt.

SPECIAL CONSIDERATIONS PRIOR TO SHIPPING

- Ensure employees responsible for packing and/or shipping specimens are properly trained on shipping "Biological Substance, Category B" specimens.
- Shipment of swabs collected on Monday through Friday between 8:00 a.m. to 4 p.m. should be shipped within 1-day of collection.
- The package insert states that swabs should be processed within 48 hours of collection. Therefore, it is imperative that swabs arrive at the Utah lab within two days from the date of collection. Please keep in mind shipping during government holidays to alter your collection dates (e.g., 4-day government holidays [i.e., Thanksgiving week]
- Packages containing biohazard Category B specimens should **NEVER** be dropped off at FedEx Express® Drop Box.

2021 AR UTAH MOUNTAIN REGIONAL LAB HOLIDAY SCHEDULE

HOLIDAY	DATES OF OFFICE CLOSURE
New Year's Day	Friday, January 1, 2021
Martin Luther King Jr. Day	Monday, January 18, 2021
Washington's Birthday	Monday, February 15, 2021
Memorial Day	Monday, May 31, 2021
Independence Day	Monday, July 5, 2021
Pioneer Day	Friday, July 23, 2021
Labor Day	Monday, September 6, 2021
Columbus Day	Monday, October 11, 2021
Veterans Day	Thursday, November 11, 2021
Thanksgiving	Thursday, November 25, 2020
Christmas Day	Friday, December 24, 2021
New Year's Day	Friday, December 31, 2021
Martin Luther King Jr. Day	Monday, January 17, 2022

THE FOLLOWING GUIDE IS AN EXAMPLE ONLY, PLEASE CONSULT WITH YOUR ESWAB REPRESENTATIVE FOR CHANGES TO THIS GUIDE.

eSwab™

COPAN
Innovating Together™

ESwab is a liquid based multipurpose collection and transport system that maintains the viability of aerobic, anaerobic and fastidious bacteria for up to 48 hours. The ESwab system collects and releases more specimen, significantly improving patient test results and decreasing the need for repeat testing due to insufficient sample.

ESwab replaces multiple transport devices with just one system eliminating the need to stock multiple types of swabs.

ESWAB INSTRUCTIONS

ESWAB IS EASY TO USE:

- Perform hand hygiene and put on gloves if necessary.
- Perform positive patient identification.
- Open the peel pouch.
- Remove the swab.
- Collect the patient sample using the swab. **Avoid touching the swab applicator below the pink molded breakpoint** as this could lead to contamination and incorrect test results.
- Remove the screw cap from the tube and insert the swab **all the way to the bottom of the tube.**
- Holding the swab shaft **close to the rim of the tube**, and keeping the tube away from your face, break the applicator shaft at the pink breakpoint indication line.
- **Screw the cap on tightly to prevent leakage.**
- Dispose of the swab shaft in a regular trash receptacle.
- Apply patient identification label or write patient information on the tube label.
- Follow the standard operating procedures of transport and testing for your facility.
- Remove gloves if necessary and perform hand hygiene.

NOTE:

The ESwab Liquid Amies fluid maintains the viability of diverse bacteria. **Do not send a dry ESwab as this will lead to unsatisfactory results.**

If the tube spills its contents prior to inserting the swab, the liquid is non-toxic. Simply put the swab into another tube before sending it to the laboratory and discard the spilled tube.

If the tube spills after contamination, follow procedure for blood and body fluid clean up. Refer to your facility's infection control manual for further direction.

If contaminated fluid splashes onto the personnel collecting the sample, treat as a blood and body fluid exposure. Refer to your facility's infection control manual for further direction.

Products are not to scale.